



## DEPUTY CHIEF OF STAFF FOR ENGINEERING HOUSING, ENVIRONMENT, AND INSTALLATION LOGISTICS

BULLETIN NO. 98-3

SEP 98

### FACILITIES

**COMMERCIAL ACTIVITIES (CA).** The Directorate of Public Works (DPW) community needs to take an important lead at your respective installations as CA studies are being conducted. Specifically, you should be involved with other staff members involved in contracting decisions to ensure they are aware of the significance of decisions made in certain contract provisions concerning the use of installation facilities.

An early decision must be made whether the Government will allow contractors to use Government facilities and if so, whether the Government will maintain the facilities or require the contractor to do so. Recognize that the expense will be on the Government either through the Real Property Maintenance (RPM) funding program or included in the contract cost. These are decisions best made by those directly responsible at the installation. If the decisions are for allowing the contractor to use Government facilities and that the Government will maintain them, the contract must specifically say that the facilities are to be made available to the contractor. In addition, certain real estate licenses must be granted and a manual update to the Installation Real Property Planning and Analysis System (RPLANS) is necessary. Unless these actions are taken, the requirements will not be recognized at Headquarters, Department of the Army (HQDA) level, and funds will not be allocated to allow for continued operation of the facilities. (AMCEN-F/Mr. Foster/DSN 767-8122)

**INSTALLATIONS NEED TO UPDATE RPLANS BY 15 OCT 98.** Installations submitting Installation Status Report, Part I (ISR-I), need to download the Installation version of RPLANS (if they haven't done so already) and

update the REQUIREMENTS field in the database. There is a major change to updating RPLANS this year. Unlike last year, Headquarters, U.S. Army Materiel Command (HQ AMC) can NOT top load changes to RPLANS and NONE of the changes made last year will be carried over into this year's update. Installations must make changes to their RPLANS databases directly.

HQDA uses the requirements field from RPLANS and existing assets from the Real Property Inventory (RPI) to determine RPM funding levels for direct funded installations. Failure to update the requirements field in RPLANS will result in direct funded installations receiving much less in RPM dollars during POM 01-05. Only Installation RPLANS edited requirement changes will be incorporated into the next submission cycle of the ISR-I.

Installations are reminded that, for contractor use of Government space (to be maintained by the Government and receive RPM funds at direct funded installations), the contract must specifically say that the facilities are to be made available to the contractor. When this is the case, the contractor's requirements should be included as part of the requirements field in RPLANS (RPLANS does NOT generate any requirements for contractors; installations have to specifically edit the requirements field to include contractors).

For information on accessing RPLANS you should contact the RPLANS Hotline at 540-343-7300 and ask for assistance (hours of hotline operations are 8am to 5pm EST, Monday through Friday). You can also forward questions or requests for assistance by email to RPLANS@RKENG.COM. (AMCEN-F/Ms. Schmidt/DSN 767-3417)

**OPERATION GOLDEN KASTLE '98 PROVIDES MCALESTER ARMY AMMUNITION PLANT (MCAAP)**

**WITH IMPROVED FACILITIES.** The 372d Engineer Group supervised the construction efforts of over 1,700 U.S. Army Reserve (USAR) and National Guard soldiers at MCAAP from July through August 1998. The construction units rotated through MCAAP in three cycles lasting 2 weeks each. They utilized pooled equipment that stayed at MCAAP for the entire summer. MCAAP received much needed infrastructure work on the following projects:

- 5 miles of road repair, road widening, culvert replacement and asphalt paving on Stanton Road, "D" Road North and "D" Road South.
- Construction of concrete stop pads at all railroad crossings for these roads.
- Construction of concrete apron extensions at 33 ammunition storage igloos.
- Improvements to the concrete railroad loading dock.
- Improvements to the troop base camp area.

Although the 372d Engineer Group was not able to complete all of the asphalt paving during the 6-week construction mission, the soldiers completed the vast majority of tasks assigned to them. The MCAAP DPW is completing the remaining items of construction with the Job Order Contractor. The advantages of using USAR construction units to complete this construction include the reduced cost of construction because the USAR pays for troop travel, salaries, equipment, and living expenses. The units are provided with valuable and realistic training, and the installation received good quality construction work at reduced costs.

Operation Golden Kastle will expand next year to include construction projects at Blue Grass Army Depot as well as MCAAP. AMCEN looks forward to receiving valuable infrastructure improvements from USAR construction units in years to come as Operation Golden Kastle continues to expand. (AMCEN-F/Ms. Schmidt/DSN 767-3417/Mr. Goetz/DSN 767-8904)

**LIGHTLY LOADED TRANSFORMERS WASTE ENERGY AND INCREASE ELECTRIC UTILITY COSTS.**

Many installations have large power distribution systems consisting of transformers of various sizes. Power consumption at most installations has decreased considerably due to reduced mission requirements resulting in most of these transformers being either unnecessary or underutilized. When large transformers supply little or no load and remain energized, they waste energy via core losses (about 1-1.5 percent of the rated capacity). Also, these transformers contribute significant inductive loads to the distribution network lowering the total plant Power Factor (PF). Many electric utility companies impose a penalty to the installations for not maintaining PF at or above predetermined values (0.85-0.90). Solutions for a low PF usually consist of installing PF correction capacitors on the distribution systems.

However, before deciding on capacitor banks, installations should investigate if transformers provide the majority of the inductive loads due to little or no loads. Otherwise, installation of capacitor banks to improve PF will not be cost effective. The USAMC Installations and Services Activity (AMC I&SA) can provide technical support to installations to increase significant efficiency and economy of their power systems. (AMXEN-C/Mr. Biswas/ DSN 793-5832)

**DEFECTIVE RAILROAD TIES.** On any railroad repair or construction project, and especially on Army Strategic Mobility Program (ASMP) projects, be sure to thoroughly inspect railroad ties when the contractor delivers them. Also, be sure that your contract specifications are thorough and follow the American Railroad Engineering Association criteria. Some problems you may encounter are the wrong wood species that will have a shortened life span, cracks, splits, checks, warping, inadequate creosote, and lack of anti-splitting devices. Below is a picture of railroad ties rejected at Tooele Army Depot (TEAD) on their ASMP project. All the ties in this picture were rejected (and a lot more not shown). Note the warped and twisted switch ties to the right of the split one. Installation of these rejected ties would have had serious effects on the finished product and reliability of the ASMP railroad. KUDOS to TEAD (Dave Schow, Bob Reiper, and Lee Nelson) for a job well done! (AMXEN-C/Mr. Reindl/DSN 793-8264)



**NEW AR 420-72, SURFACED AREAS, RAILROAD TRACKS, BRIDGES, DAMS, and ASSOCIATED APPURTENANCES.**

The new AR 420-72 is now under final review and will be published in FY 99. It includes dams in Chapter 5 and new information on bridges, while the remainder of the regulation will remain mostly without change. You all should have received a copy of Chapter 5 (Dams) included with a memorandum (17 Jul 98, subject: Safety and Liability for Impoundment Dams on U.S. Army Materiel Command (AMC) Installations) that we sent out last summer. If you desire a copy of the draft final of AR 420-72 by e-mail, please indicate the same to [reindlc@ria.army.mil](mailto:reindlc@ria.army.mil). (AMXEN-C/Mr. Reindl/ DSN 793-8264)

**ELECTRICAL EQUIPMENT FOR HAZARDOUS (CLASSIFIED) LOCATIONS:**

Many installations are in

the process of designing new buildings or renovating facilities where fire or explosion hazards may exist. You must require early involvement of the designer, facility user, and installation safety office to ensure the correct classification of hazardous atmospheres. They must apply considerable skill and judgment when deciding to what degree an area contains hazardous concentrations of vapors, combustible dusts or easily ignitable fibers; and trying to make certain the correct electrical equipment is selected. Electrical equipment for hazardous locations is very expensive, therefore, you must make every effort to minimize use. During the design effort you must consider locating equipment in nonhazardous areas, using intrinsically safe equipment and purging/pressurization systems. Remember that electrical equipment is only permitted in hazardous (classified) locations for which it is approved. NOTE: Equipment which is hazardous-location classified does not necessarily mean that it is waterproof. (AMXEN-C/Mr. Taylor/DSN 793-6656)

**FORCE PROTECTION RESPONSIBILITIES.** With recent terrorist activities, force protection is receiving more attention. Many of the responsibilities for improvements and continuity in protection on Army installations fall on the facility engineering community. An installation's engineering office supports the Security and Provost Marshall Offices in implementing the installation's force protection plan. Yet, it effectively has the lead for many activities due to the engineering expertise needed. Engineering is responsible for planning of large (Military Construction, Army (MCA)) and small projects, all of which require consideration of force protection needs. This includes structural (blast resistance), mechanical (fixture bracing, mechanical room and air intake access), grounds (vehicle standoff), architectural (personnel positioning and glazing), operational (personnel and vehicle control), as well as outwardly incongruous aspects such as landscaping (natural barriers). The engineering community is also responsible for providing added support during increased threat periods, such as providing portable barriers. With conscious early consideration of force protection issues, cost is minimized, a "fortress" feeling is prevented, and the requirement can be systematically incorporated with other requirements. A potential example is using a water feature (an esthetic pond) at the front or even around an office building. Properly designed, it can also serve as an air conditioning cooling pond and a physical barrier (moat). There is little added cost for additional protection in this case.

In general, one or two engineering personnel (at least one engineer) from each active installation should have formal force protection training. Assistance is also available from the HQ AMC Force Protection office, the Corps of Engineers, and the following POC. (AMXEN-C/Mr. Shepherd/DSN 793-8368)

**OWNERSHIP CODES FOR RPI LAND RECORDS.** Installations should verify ownership codes for RPI land records. The ownership code appears on the Real Property Facility (RPF01) screen in the Integrated Facilities System (IFS) or Real Property Standalone

(RPS) automated systems. Ownership code definitions are from memorandum, subject: Interim Policy and Procedure Changes to AR 405-45, Inventory of Army Military Real Property, 4 Aug 97.

The following category codes should have an ownership code of 1 for Owned (includes facilities constructed, purchased, or the title of which is in the U.S. Government, however acquired--Include surplus commodity housing acquired by the Army.): 911xx, 912xx Note: xx denotes all category codes within that specific three digit category code.

The following category codes should have an ownership code of 2 for Leased ((inleased or easement-in, off the installation) - includes facilities held under lease agreements, which are physically located off the installation, including condemnation leaseholds and General Services Administration (GSA) space management.): 92210

The following category codes should have an ownership code of 3 for Other (includes facilities acquired for use by license, permit (other than from the Air Force or Navy), temporary public land order, temporary executive land order, or furnished rent-free by a foreign government under treaty or other agreement.): 91310, 91330, 91350, 91360, 91370, 91410

The following category codes should have an ownership code of 4 for Permit, Military (facilities held under permit (not transfers) from the Air Force or Navy.): 91320, 91340

Correct ownership codes assist in making accurate decisions. (AMXEN-C/Mr. Troyer/Ms. K. Terrill/DSN 793-8297/5646)

**UTILITY PRIVATIZATION:** The "streamlined" process developed by AMC I&SA reduced the time required to privatize a utility system by more than 50 percent! Historically, it took an installation 2-2.5 years to determine if a privatization action was economically feasible. This time requirement was unacceptable and posed a major hurdle in allowing installations and AMC to meet the goals of the Secretary of Defense's Utility Privatization Initiative. Combining the "study" with the contracting process, and taking a "shotgun" approach are two changes to the "old" process that have allowed AMC to evaluate binding privatization proposals in approximately 10 months.

The timeframe to reach the evaluation stage will vary depending on the competition requirements for an installation; however, it is expected that "sole-source" situations could lead to the evaluation of binding proposals within 6 to 9 months (when utilizing the streamlined process). This streamlined process was endorsed by the Assistant Chief of Staff for Installation Management (ACSIM) during a recent Utility Privatization Video Teleconference for all Major Army Commands (MACOMs) within DA. It is also under consideration by the U.S. Navy and U.S. Air Force. For more details on the streamlined process and assistance in utility

privatization, contact the AMC Utility Privatization Team at AMC I&SA:

**John Nache, commercial: (309) 782-4652, DSN: 793-4652, e-mail: [nachej2@ria.army.mil](mailto:nachej2@ria.army.mil) fax: -7566**

**Ben Hulbert, commercial: (309) 782-4871, DSN 793-4871, e-mail: [hulbertb@ria.army.mil](mailto:hulbertb@ria.army.mil) fax: -7566**

**Bob Reeves, commercial: (309) 782-8292, DSN 793-8292, e-mail: [reevesr@ria.army.mil](mailto:reevesr@ria.army.mil) fax: -7566**

**ENERGY SAVING PERFORMANCE CONTRACTING (ESPC).** **"THE DEFINITION":** ESPC is a contracting methodology whereby private capital is leveraged to implement, operate, and maintain capital improvements to reduce energy demand and consumption. The contractor is only paid based on verified energy and operational cost avoidance. The contract may last up to 25 years.

**"THE CAUTION":** These projects will result in a long term DEBT to the installation. The contractor will have to be paid, with interest, for the project, from the "real and verified cost avoidance" at the installation.

The DPW must assure:

a. The "savings" will be real and identifiable and will sustain the debt.

b. The long term utilities account funding guidance is supported by the installation Resource Management staff and is sufficient for all predicted costs.

ARMY guidance states the approving agency for ESPC partnerships is the appropriate MACOM. Within AMC this approval authority, regardless of dollar value, is AMC I&SA. We established an ESPC policy which is available through our home page. The above team members are available to provide assistance. (AMXEN-C/Mr. Hulbert/ DSN 793-4871)

**UTILITY PLANT OPERATOR TRAINING AND CERTIFICATION.** AR 20-49, Utility Services, Apr 97 states: "that utility operators be trained and certified in accordance with applicable existing Federal, State, local or host nations standards. In absence of Federal, State, local or host nation certification requirements for boiler plant operators, the Fourth Class Power Engineer Certification Program of the National Institute for the Uniform Licensing of Power Engineers, Inc. will be the governing requirement."

What the AR fails to address is who pays for training, testing, certification, and the annual licensing fee. At this time there is no clear guidance as to who is required to pay for the training and certification.

It has come to our attention that a variety of methods are being used at the installation level, from providing no training and certification to fully funding training and certification for each boiler operator. We are obtaining, through DA, a formal ruling on this issue.

In the meantime, recommend that installations consult their local Staff Judge Advocate General for their interpretation on who is legally responsible for funding this training and certification. However, we do not recommend that any installation delay the training and certification of their operators. This requirement was mandated to provide a higher degree of safety in operation of utility systems. (AMXEN-C/Mr. Faith/DSN 793-6485)

**DESIGN/BUILD (D/B) CONSTRUCTION PROJECTS - FUNDING FOR DESIGN DONE BY D/B CONTRACTOR.** D/B construction projects have become a reality in the U.S. Army and AMC. At least six D/B projects are currently underway within AMC at White Sands Missile Range, Redstone Arsenal Support Activity, U.S. Army Aberdeen Proving Ground, and Fort Monmouth.

**The problem:** D/B projects have not included MCA funding for design costs incurred by the D/B contractor. This oversight invariably leads to a funding shortfall for the project because the Government estimate covers only brick and mortar. This almost guarantees the proposal bids will be higher than the Government construction estimate and the Procurement, Army (PA) funds because the D/B contractor includes design costs to develop the plans and specifications in their bid. The installation must then reduce the scope of work from the original requirements and identify options that would allow the project to be awarded within the PA. **The options may or may not be awarded.**

**The Solution:** All MCA projects should include a separate line item on the DD Form 1391 for all D/B projects under Primary Facility for "Preparation of Plans and Specs", and cost it at 6% of the initial PA (including contingencies and supervision, inspection, and overhead). This would also include all Congressional Add Design/Bid/Build projects that will be executed as D/B. The Army is also requesting that Congress increase the Planning & Design account by 3 percent of the estimated

construction cost to fund development of a Request for Proposal and award of a contract. This does not lock us into D/B if the acquisition plan developed by the U.S. Army Corps of Engineers Design District shows a traditional approach is more advantageous. This has been coordinated between AMC and Army for all MCA projects beginning in FY 99. (AMXEN-C/Mr. Podhurst/DSN: 793-8295)

## REAL ESTATE

**DELEGATION OF AUTHORITY FOR AMC REAL ESTATE ACTIONS.** The Commander, AMC signed two delegations of authority on 24 Aug 98 in an effort to reduce oversight and maximize use of available real property skills throughout AMC. The delegations were forwarded to all Major Subordinate Commands (MSCs) and will assist AMC with meeting future real estate management requirements in the most effective and efficient manner. These delegations supplement ARs 405-10, 405-80, and 405-90, and facilitate their implementation. They supersede, replace, and revoke all previous AMCEN-R delegations of authority for acquisitions, outgrants, and disposals.

The two delegations are based on the availability of trained, experienced real estate personnel. The AMC Real Estate Management Division established a Senior Realty Specialist (SRS) Program in 1996 and recently expanded the program by creating a Provisional Real Property Officer (PRPO) position to include persons not fully qualified to be designated as an SRS. One delegation is for those MSCs with SRS(s) and the other delegation is for MSCs with PRPO(s) on staff. Both authorities may be redelegated to installation commanders with SRS(s) or PRPO(s) on their staffs. (AMCEN-R/Mr. Carter/DSN 767-9895)

**REAL PROPERTY PROVIDED IN SUPPORT OF A CONTRACT.** AR 405-80 requires a real estate instrument for real property provided to a contractor IAW a Federal Acquisition Regulation (FAR) Contract. The contract must specifically state that Government facilities are to be made available to the contractor. The real estate instrument used to document contractor use is usually a License and is used to reflect the utilization in the RPI. This guidance is IAW paragraph 4-29 of AR 405-80. Paragraph 2-13b(2) of the AR states that the installation Commander will grant a revocable license to document the property provided IAW the contract. The license shall be for the same term as the contract. The use of the property is incidental to the installation administration. It is important that the property use be reflected properly in the RPI. Data from RPI and RPLANS are used by HQDA to determine RPM funding levels for direct-funded installations. Lack of proper documentation of contractor used real property could result in direct-funded installations losing out on scarce RPM funding during the POM. (AMCEN-R/Mr. Carter/DSN 767-9895)

**FACILITIES IMPROVEMENT PROGRAM (FIP).** The FIP is a program initiated by General Wilson for the beautification of AMC Headquarters. The program's goal is to create a visually appealing work force environment conducive to productivity, and to boost morale by providing a fresh, more livable working environment.

The first initiative of the FIP was a building wide Furniture Survey organized by AMCEN-R. Each DCS received and consequently returned packets of information indicating updated personnel rosters with corresponding furniture conditions. The achieved goal was a building-wide database showing HQ AMC's furniture inventory. The furniture in the worst condition, termed RED, will be replaced first, followed by AMBER, and eventually GREEN.

The FIP identified other areas of HQ AMC that merit attention, including ceiling tile, light lens replacement, new carpeting, and paint. Other issues that will contribute to improving the quality of life are improved signage on each hallway and an effort to open up floor plans clogged with partitions that restrict ventilation and natural light.

The FIP is currently in the process of being reviewed and funded, with the replacement of outdated workstations with modern, ergonomic units as the foremost priority. (AMCEN-R/Mr. White/DSN 767-8911)

**CHECK OUT THE AMCEN-R HOMEPAGE.** We are happy to report that AMCEN-R will soon be on-line with its own homepage. The instant and continuous access should prove to be very beneficial to all MSCs and installations. The site will provide general policy and guidance for all phases of management of AMC-controlled real estate, as well as Base Realignment and Closure (BRAC) actions, a functional statement, our Strategic Plans, a description of the Acquisition, Property Book and Building Management vectors, and links to just about every site you can imagine to provide information on MSCs, installations, available training sessions, news articles, and much, much more. There will be plenty of information to make it useful, interesting, and beneficial to all visitors.

It will also provide specific information, procedures, and samples to assist the real property officer in the daily routine of real estate actions. We have included a map identifying the assigned territory for each action officer, along with a listing of assigned installations. There will also be topics of "HOT" information, such as the SRS/PRPO program, delegations of authority, etc. This is an active and ongoing program. We will continuously be updating information and adding new info flashes as they occur.

Be sure to keep an eye on the DCSEHE&IL website for the addition of the Real Estate Management Division homepage. We encourage everyone to take a look at us, and tell us what you think. Give us the specifics we need

to include about your installation or command. Better still, if you are already on the web, send us your address, and we will create a link to it in on our page. You may also send comments and suggestions to Harold Duck at Email [hduck@hqamc.army.mil](mailto:hduck@hqamc.army.mil). (AMCEN-R/Mr. Duck/DSN 767-9282).

**NEW MANAGEMENT AND TRACKING SYSTEM IN STORE. HEADS UP!** AMCEN-R is dedicated to staying at the top when it comes to professionalism in this modern age of technology and information concerning management of our real estate. In this light, we urge creativity from our employees by encouraging them to look 'outside the box' for new, innovative ways to improve the current way of doing things. We are in the process of developing a new system for identifying ongoing management actions of real estate programs here at the headquarters and tracking progress during the process. Once the mechanics of the software are in place, each realty specialist will log into a database and input each task we are working on, by title, and will create a milestone via a Gantt chart showing specific requirements and the estimated time requirement for each of those requirements. This enhancement will allow our higher commands to keep up with tasks here, and will enable us to give instant status reports when required. It will also make it easier for us to follow up on taskers that otherwise would be easy to fall through the cracks.

As soon as this program is implemented at HQ AMC, our plan is to distribute it to the MSCs for use at that level. This system will allow us to stay abreast on taskings and projects at the MSCs/installations, and will provide us with the current status of each issue by pulling up the Gantt chart for that MSC.

Of course, the program will only be as good as the input it receives. For that reason, we will place a significant amount of emphasis and importance on maintaining it from a completeness and accuracy standpoint. It will take a little while for us to get it up and running, but we wanted to let you know that it is in the pipeline. (AMCEN-R/Mr. Duck/DSN 767-9282)

**NEW PERSON AT AMC I&SA REAL PROPERTY OFFICE!** You may notice a new voice and face in the AMC I&SA Real Property Office! Jenny Jennings, of Consulting Analysis Incorporated, began working in the AMC I&SA Facilities Engineering Division Aug 98. Jenny's primary focus will be to support AMC real property using the IFS and RPS databases, including the RPS HOTLINE.

We feel Jenny's experience (which includes IFS-1 and IFS-M deployments and training, real property functional area, work management, and ORACLE) will enable our office to provide additional support to our installations, MSCs, and HQ AMC personnel. Jenny's most recent experiences includes 4 years supporting the U.S. Army Training and Doctrine Command Real Property, Master Planning, and IFS-M functions and 1 year supporting the U.S. Army Europe IFS function.

We are fortunate to have Jenny working on our real property team! Please call her at DSN 793-5907 if you need IFS or RPS assistance. We ask contractors requesting assistance to initially contact Ms. Karren Terrill or Mr. Gary Troyer, DSN 793-5646/8297 or (309) 782-5646/8297.

This applies to both Government-Owned, Government-Operated (GOGO) and Government-Owned, Contractor-Operated (GOCO) installations. (AMXEN-C/Ms. Terrill/DSN 793-5646)

**DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS) FOR REAL PROPERTY!** Recently the Real Property Integrated Process Team (RPIPT) participated in the development of the Systems Change Request to interface IFS real property information with DPAS.

ACSIM plans for implementation of the IFS/DPAS interface during FY 99. Achieving this goal will enhance the installation, MACOM, and Army's Chief Financial Officer's (CFO) Act reports and also resolve ongoing Army Audit Agency findings/recommendations. Additionally, the installation financial system and IFS interface must be implemented prior to the IFS/DPAS implementation.

As part of the RPIPT we expect to participate in these implementations to assure CFO reporting compliance. We plan to implement DPAS at both GOGO and GOCO installations. (AMXEN-C/Ms. Terrill/DSN 793-5646)

## ENVIRONMENTAL QUALITY

**ARMY GUIDANCE ON USING INSTITUTIONAL CONTROLS (ICs) IN THE COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT (CERCLA) PROCESS.** The Army has issued subject guidance, which will soon be available on the Army BRAC Office homepage. This guidance was developed due to numerous questions regarding decisions leading up to the use of ICs. While heavily focused on ICs as they relate to property transfers in BRAC, This guidance has general IC principles that are applicable to Active military installations. DA staff listed below, will be soliciting your input on the Department of Defense's (DOD's) Draft policy, which is expected to be completed soon, with a final policy completed in Feb 99. POC for IC issues at BRAC installations is Ms. Robin Mills, 703-693-3501. For IC issues at active military installations please contact LTC Gary Pesano, (703) 693-0671, or email [pesangl@hqda.army.mil](mailto:pesangl@hqda.army.mil). (AMCEN-A/Mr. Cunanan/DSN 767-2324)

**NEW GUIDANCE FOR LEAD-BASED PAINT (LBP) HAZARD MANAGEMENT.** New Army guidance on LBP hazard management during transfer of Army property has been forwarded to the MSC Environmental Offices by memo dated 28 Aug 98. The guidance provides the Army's position on applicability of CERCLA, model language for Memorandums of Agreement (MOA), Finding of Suitability for Transfer (FOST) and deeds, and



other actions necessary in transferring property. Also, the guidance is posted on the Army BRAC Office Home Page, URL: <http://www.hqda.army.mil/acsimweb/brac/braco.htm>. (AMCEN-A/Mr. Lowe/DSN 767-9386)

#### **ENVIRONMENTAL MANAGEMENT SYSTEM (EMS):**

Are you considering instituting an EMS at your installation? No, this is not another automated computerized system to track something. Instead, it's an approved set of standards for overall management of your environmental program. The International Organization for Standardization (ISO) 14001 is the most widely accepted EMS standard and includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy. Some installations have already considered elements associated with an EMS, but have not formally adopted the principles nor instituted the process. We have people trained as lead auditors for ISO 14001 standards. They can answer general questions about ISO 14001 standards and assist your installation in establishing an EMS. (AMXEN-U/Mr. Badtram/Mr. Buske/DSN 793-8268/8255)

#### **POLLUTION PREVENTION (P2) INITIATIVES FOR PEST MANAGEMENT - COULD YOU USE THEM?**

The Army's pest management mission is to prevent pests and disease vectors from adversely affecting military operations or missions by establishing and maintaining safe, efficient, and environmentally sound integrated pest management programs. Bottom line--by using Integrated Pest Management (IPM) methods, we protect and support our natural resources, which in turn supports our mission. The control of pests may require the need to incorporate the use of pesticides into our IPM control programs. However, the reduction in the amounts of pesticides applied also meets DOD P2 commitments to reduce the amount of toxic chemicals released into the environment. To measure this, the Army is tracking the progress of reducing pesticides by the DOD Pest Management Measure of Merit (DOD MOM): Reduce the amount of pesticides applied annually by DOD installations in pounds of active ingredient from 50 percent by the year 2000 using FY 93 as the baseline.

There are various methods available to us that can assist in the reduction of pesticide use on our installations. Two of these methods were briefed recently at the U.S. Army Environmental Center (USAEC) and U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) FY 98/99 Pest Management Project Review and Program Implementation Guidance Workshop, held at Edgewood, MD 10-13 Aug 98. The first was the Aqua Heat for weed control and the second was the use of biological control agents for noxious weed control. Both initiatives can reduce the use of pesticides, thereby qualifying them for P2 funding in the Environmental Program Requirement (EPR) process. The projects listed above are funded by USAEC with Dr. Steven Bennett, DSN 584-1565 or (410) 436-1565, as the POC.

The Aqua Heat treatment (heated water) has been successful when applied at child care development centers (where pesticides are not allowed), on railroads, sidewalks, roads, around sprinkler units on golf courses, around fire hydrants, etc. There are currently two different sizes of units available and various nozzles (depending on the area to be treated). You may need to apply the Aqua Heat more frequently (3-4 applications) than the herbicide Roundup (1-2 applications), but the results from using the Aqua Heat are immediate, whereas the results from using the Roundup are not visible for 10-14 days. Research is underway to use a foam formulation, with results expected to be faster and the use of less water. Other thermal heat treatments are available for the control of insects (i.e., cockroaches). An example is treatment of a commercial dishwashing machine or a food line. Treatment is accomplished by draping heavy duty plastic over the area and securing the base with sand bags or other such barriers to retain the heat. Heat is applied for 3 hours, and prep/cleanup time is from 1 to 2 hours before and after. For further information, contact Mr. Brian Zeichner/Dr. Lynn Hock at USACHPPM, DSN 584-5417/5435 or (410) 436-5417/5435.

Biological control agents for control of noxious weeds have been successful at Radford Army Ammunition Plant (AAP) and Indiana AAP to control musk thistle. Biological controls are considered long-term treatment. Results are not immediately evident, but usually quite successful. Research is underway to see what other biological controls are available for other weeds and insects (i.e., fire ants controlled by a Brazilian parasitic fly (phorid fly)). If you would like further information pertaining to the control of weeds and insects using biological control agents, contact Dr. Phillip Lewis at the U.S. Army Industrial Operations Command, Rock Island, IL, DSN 793-1898 or (309) 782-1898. (AMXEN-U/M. Moffitt/DSN 793-5040)

**LBP VIOLATIONS CAN BE COSTLY.** The Environmental Protection Agency (EPA) Region VI issued a fine of more than \$400,000 to a small Naval installation in Texas for not complying with LBP disclosure requirements. Although the fine may be reduced in final stages, it does establish a precedent for Federal facilities.

Traditionally, Public Housing Authorities ensure compliance with LBP regulations for Federal housing offered to the public. However, most DOD facilities providing Federally owned housing to civilian and military persons have been trusted to comply. The law specifies all Federally owned target housing (constructed between 1960 and 1978) and this does include units located on DOD properties. Therefore, we must notify all tenants of the presence of LBP where applicable. Federal agencies can be cited and possibly fined for all Toxic Substances Control Act violations discovered in their respective facilities.

The Army policies and procedures regarding management and control of LBP includes AR 200-1, Environmental Protection and Enhancement, 21 Feb 97,

and AR 420-70, Buildings and Structures, 1997. Recently the Army prepared supplemental guidance to both of these Army regulations. These documents will be distributed soon.

Additionally, EPA publishes a pamphlet entitled, "Lead Poisoning and Your Children" which you can distribute to your tenants to meet the disclosure requirements. You may obtain copies of pamphlet No. 800-B-91\_0002 by calling 1-800-532-3394. If you have pamphlets, but inadvertently forgot about them, please get them distributed to current and incoming tenants. Don't let LBP cost more than your initial investment.

If you have any questions regarding LBP issues or need additional information, contact Mr. William Taylor, DSN 793-4455 or (309) 782-4455, fax: DSN 793-8266. (AMXEN-U/Taylor/DSN 793-4455)

**KFM COOLANT PURIFICATION SYSTEM IS EASY TO ORDER:** This is an update to a recent bulletin article on KFM antifreeze recyclers. The startup kit (6850-01-411-6651, U/I KT, \$650.15) has been reconfigured to process 160 gallons of coolant versus 80 gallons previously, at no additional cost. The handy startup kit is readily available on a blanket purchase agreement. The KFM coolant purification system comes in four variants. There are models with one and two sets of filtration tanks, both of which are available in 110V and 220V versions. The 220V version is commonly used in Europe. The machines are available on an electronic contract with direct vendor delivery. To get started recycling coolant, simply order the machine you need and a startup kit. For more information, call Mr. Stephen Perez, DSCR Customer and Weapons Systems Support Office, DSN 695-6054 or (804) 279-6054, e-mail: sperez@dscr.dla.mil. (AMXEN-U/K. Hanson/DSN 793-8256)

## INSTALLATION LOGISTICS

**DESK GUIDES.** You should already have the Equipment Utilization Management Plan (EUMP) Guide and the Equipment Walk-Through Usage Review Guide. We updated these and prepared two additional guides we hope you will find useful. They are the Equipment Specialist Functional Guide and the EUMP Review Criteria. The Equipment Specialist Functional Guide covers duties to include equipment requests, logistics management data, utilization criteria, maintenance program, equipment replacement, and disposal and tool crib management. The EUMP Review Criteria Guide will assist you in preparing or updating your EUMP. We have sent you copies and if you haven't received them, just let me know. (AMXEN-E/Mrs.Grobe/ DSN 793-3482)

**REQUESTING TABLES OF DISTRIBUTION AND ALLOWANCES (TDA) APPROVAL FOR LOANED EQUIPMENT.** When you submit a memorandum request to AMC I&SA, ATTN: AMXEN-E, for authority to add equipment that is on loan you **MUST** state the loan document number on the DA Form 4610-R, Equipment

Changes in MTOE/TDA. In addition to the loan document number, you must provide project numbers for the equipment and a detailed justification of equipment usage IAW AR 71-32, appendix 6, paragraph E-4. (AMXEN-E/Mrs. Duncan/DSN 793-8299)

**AUTHORIZATION DOCUMENT NUMBERS IN THE PROPERTY BOOK (PB).** With AMC "downsizing" we feel it is time to again provide guidance for PB authorizations. We have compiled additional options for you to use for TDA items. These options will provide the equipment manager with a management tool of pending actions.

TDAXAW4MLAA0100	Configuration to use for a TDA item. Enter the installation unit identification code and command control number of the <u>approved</u> TDA.
TDAXAQ4MLAALIN	You submitted a DA Form 4840-R for a line item number assignment and you are waiting for approval
TDAXAW4MLAAMR	You submitted a DA Form 4610-R to add your TDA and are waiting for approval
TDAXAW4MLAAPEND	You submitted a change to your TDA during the TDA open window and are waiting for TDA approval
DAAA098C0159	Enter your contract number when this is your authority to add an item to your TDA. Omit the dashes in the contract Number.

When you have submitted a DA Form 4840-R for Type Classification Exemption (TCE) for an item costing \$100K and over, HQDA returns your request stating they do not feel the item qualifies for Army-wide use. You will use USAFMSA Log Number (98-0001-00) as your authorization, i.e., TCE98000100. Omit the dashes in the number. This is information we feel will assist you in maintaining an audit trail of pending actions. (AMXEN-E/Mrs. Duncan/DSN 793-8299)

**CLEARING UP LOAN DOCUMENTS.** A valid authorization for equipment in the PB is AR 70-6, for equipment required by Research, Development, Test , and Evaluation (RDTE) installations/activities. There are certain rules we must follow to use this authorization. These rules are in AR 71-32, 3 Mar 97, Force Development and Documentation-Consolidated Policies, paragraph 6-49. Although in most instances, IAW AR 71-32, equipment controlled by HQDA goes on the TDA if on hand for a period exceeding 2 years in the RDTE environment. When equipment is on loan for a number of years and the item manager will not extend the loan any longer, he/she directs the installation to add the item to their TDA by submitting a memorandum request through the chain of command. This is where, at times, problems arise. There are times when the line item number and/or national stock number is no longer in SB 700-20; therefore, adding the equipment to the TDA is impossible. In those instances the item manager can permanently transfer the equipment, with visibility of the asset maintained through the Continuing Balance System-Expanded. The installation will show the equipment as a reportable item control code of 2 in the PB, with an authorization of AR 70-6. Although the



preferred method is TDA documentation, this is a valid way to permanently transfer the equipment and clear up the loan document. The installation must submit a memorandum request to us, ATTN: AMXEN-E, who, with the item manager, will make the determination as to using AR 70-6 as the authority to permanently transfer the equipment. (AMXEN-E/Mrs. Duncan/DSN 793-8299)

#### **FACILITIES AND EQUIPMENT MANAGEMENT SYSTEM (FEM).**

I am now the Army manager for FEM. What's FEM? While our depot friends are familiar with it, most of you are not. FEM does some truly wonderful things, so you need to become somewhat knowledgeable about it in order to decide whether you want it or not. FEM provides detailed production planning and control for installation equipment and facilities maintenance. Forget the facilities maintenance capability for now. We're only concerned with the equipment maintenance capability. This system allows manpower utilization planning and detailed entry of maintenance data, particularly repair parts. It provides management of preventive, corrective, and predictive maintenance and detailed information concerning where resources are used and how efficiently. It monitors warranties, contracts, and calibration. Essentially, FEM is exactly what we were looking for (and more) to improve the functionality of the DPAS maintenance module.

FEM does more than manage maintenance. It also provides an extensive utilization management capability. What we're shooting for is to replace the DPAS maintenance and utilization modules with FEM. Tobyhanna Army Depot will be our first FEM user, implementing sometime next year, so we'll see how it goes.

FEM is a customized version of a commercial off-the-shelf software package called MAXIMO, created by Project Software and Development, Incorporated (PDSI). The 4.0 Version we're using has a graphical user interface and uses the same hardware needed for the latest DPAS version coming out this fall. The customization of MAXIMO involves creating input and output screens/products necessary for managing equipment in our Army/AMC environment. That includes interfaces with DPAS, the AMC Standard Installation Supply System (AMCISS), the Standard Industrial Fund System, and the Automated Time and Attendance Production System. Anteon Corporation is doing that customization.

I feel really good about FEM and I think you're going to like it too. I'm putting together some cost/benefit data on the FEM depot implementations and will share it with you in the near future. (AMXEN-E/Mr. Johnsen/DSN 793-3900)

**DOD NATIONAL RETREAD PROGRAM.** Executive Order 12873 directs Federal Agencies to develop and implement an affirmative procurement program and buy retreads to the maximum extent feasible. The use of retreads could decrease your tire procurement costs by as much as 40 percent. Team Tire, U.S. Army Tank-

automotive and Armaments Command (TACOM) is the DOD tire manager for all ground vehicles. They have developed an innovative Retread Program that all AMC customers should utilize in order to achieve operation and support savings related to tire purchases. This is a direct return program, i.e., tires retread will be sent directly back to the customer by the retreader. The TACOM POC is Mr. Dan Cottone, DSN 786-8379, e-mail: teamtire@cc.tacom.army.mil. (AMXEN-E/Mr. Gray/DSN 793-8300)

#### **IT'S THAT TIME OF THE YEAR - THE SF 82 REPORT.**

Yes, it's about time to complete and submit your SF 82, Agency Report of Motor Vehicle Data, as stated in Public Law 99-272, Section 15302; 41 Code of Federal Regulations (CFR), Subpart 101-38.9; DOD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, Mar 94; and AR 58-1, 15 Dec 79, Management, Acquisition, and Use of Administration Use Motor Vehicles. Remember, unless you (AMC activities) have a written approved waiver from DA, the SF 82, or 1905 report is still an annual requirement. (AMXEN-E/Mr. Fuglsang/DSN 793-8361)

**MASS CHANGES.** Did you know that you could perform mass changes on certain fields in DPAS? If you refer to your DPAS users manual, DFAS 7900.5-M, you will find all those mass change options. A useful one is the authorization document number mass change. When you receive a new approved TDA, you just take out the old and put in the new. This processes the transaction in batch. You could perform the authorization document number mass change before or after you do your annual reconciliation between your PB authorized allowances and the HQDA recognized authorization documents. (AMXEN-E/Mrs. St.Clair/DSN 793-6334)

#### **FIND YOUR EXCESS EQUIPMENT ON THE INTERNET.**

We have updated our website with several new features. You can reach the AMC Excess Equipment List at **www.ria.army.mil/isa/excess/excess.htm**. We have included links to the Defense Reutilization Marketing Service and the GSA excess lists. We posted our DPAS excess equipment on our website. We intend to update this list bi-weekly. Your preliminary procedures for acquisition are the same, just call the POC listed in our Internet cover letter. This list is also available in e-mail form for our customers who do not have Internet excess. Our POC for addresses is Sally Westerdale, DSN 793-8306, e-mail: **westerdales@ria.army.mil**, fax: DSN 793-7566. We hope you will enjoy this new way of serving our customers. (AMXEN-E/Ms. Parker/DSN 793-8303)

#### **UPDATES FOR OUR AUTOMATED ASSET REDISTRIBUTION POLICY.**

Many of our AMC installations are using DPAS to report their excess equipment. We have published our automated excess policy, which provides DPAS concepts of operation and delineates AMC policies. When you report excess equipment through DPAS use the following POC and format. This will allow us to field all calls you receive and coordinate excess procedures.

**POC:**  
**Paula Parker, DSN: 793-8303/(309) 782-8303**  
**FAX: 793-7566**  
**EMAIL: [parkerp@ria.army.mil](mailto:parkerp@ria.army.mil)**

**ACTIVITY: (your activity name)**  
**ATTN: (installation excess poc/office symbol)**  
**ADDRESS: (your installation street address)**  
**CITY: (your city)**  
**ST: (your state)**  
**ZIP: (your zip code)**  
**LOCATION:**  
**ACTIVITY: (activity where excess equipment is located)**  
**OFFICE: (office where excess equipment is located)**  
**CITY: (city where excess equipment is located)**  
**ST: (state where excess equipment is located)**  
**ZIP CODE: (zip code where excess equipment is located)**

If your organization has any questions about the DPAS Asset Redistribution Policy, please notify us by e-mail at: [parkerp@ria.army.mil](mailto:parkerp@ria.army.mil). (AMXEN-E/Ms. Parker\DSN 793-8303)

**POWERED INDUSTRIAL TRUCK (FORKLIFT) OPERATOR TRAINING.** The Occupational Safety and Health Administration (OSHA) has targeted Sep 98 to announce the final rule on proposed changes to the industrial truck operator training standard. The proposed OSHA training requirements require employers to develop a formal training program. Training would consist of a combination of classroom instruction and practical training. The proposed OSHA rule contains a list of topics that you must train each operator in, unless the employer can demonstrate the topics are not applicable for safe operation. A designated person with the requisite knowledge to judge the operators' competency must conduct all training. The proposed rule requires annual documented evaluation of each operator's performance. Additionally, it requires refresher or remedial training based on unsafe operation, accident or near miss, or deficiencies found in the annual evaluation. For more information, you can review the proposed rule and supplementary information at: [www.osha-slc.gov/FedReg\\_osa\\_data/Fed19950314.html](http://www.osha-slc.gov/FedReg_osa_data/Fed19950314.html) (AMXEN-E/Mr.Mecham/DSN 793-8321)

**LIFTING CAPACITY OF SPREADER BARS FOR 20 FOOT CONTAINERS.** You must verify the weight of your loaded commercial 20 foot containers before using the standard Army spreader bar to lift. The lift capacity of the spreader, lifting, front container, 20 foot, Line Item Number (LIN) U12203, National Stock Number's (NSNs) 3990-00-296-9398 and 3990-01-128-0089 is 44,800 pounds. The newer commercial 20 foot containers have a maximum gross weight capacity exceeding 44,800 pounds. The Grove Corporation, 40 ton, rough terrain container cranes and FMC Corporation, 140 ton cranes, use the referenced spreader bar. Both of these cranes have Load Moment Indicators (LMI) that visually display

Actual Gross Weight (AGW). Operators must determine the AGW before lifting. If the LMI is inoperable, you must check the container's shipping document to determine the AGW. If the AGW of the container exceeds 44,800 pounds, do not use the referenced spreader bar to lift the container. You can use the rough terrain container handler to lift loads up to 50,000 lbs. Otherwise, you must obtain commercial spreader bars rated for the AGW you are lifting. (AMXEN-E/MrMecham/DSN 793-8321)

#### **DPAS CAN PROCESS MOST GENERAL PROPERTY, PLANT AND EQUIPMENT (PP&E) TRANSACTIONS.**

DPAS provides information to account for most general PP&E (PP&E also includes real property and installed building equipment). This information creates information recorded in the DPAS PB. DPAS does not have the financial information to process certain minor types of general PP&E, such as foreclosed assets and the depletion of natural resources. You establish financial control over property when you maintain detailed transactions in a summary form in the financial records or general ledger account. DPAS does not include the standard general ledger postings in its financial transactions. Consequently, each site must determine the general ledger posting logic for DPAS financial transactions. The document "Financial Management: DOD's Approach to Financial Control Over Property Needs Structure," Sep 97, states that DPAS can process most general PP&E transactions and should be able to record all required transactions. (AMXEN-E/Mrs. Winston/DSN 793-8362)

**TURN-IN OF EXCESS INSTALLATION EQUIPMENT (IE):** CFR Title 41, Chapter 101, Subparts 101.43.3 through 101.43.6, Public Contracts and Property Management, 1 Jul 97, and Subpart 101-45, Abandonment or Destruction of Personal Property, require you to dispose of excess IE through the Defense Reutilization and Marketing Office (DRMO). The condition code, age, cost, your site location or the availability of the nearest DRMO, have no bearing on this rule. You can, however, submit a memorandum through the nearest DRMO to Defense Logistics Agency (DLA) requesting approval to dispose or destroy excess IE on-site, in lieu of continuing the required disposal through a DRMO. In your request, clearly state the disadvantages of DRMO disposal and advantages of local destruction. To support your request include a cost comparison and facts like the type of IE, quantity, age, dollar value, condition codes, means of destruction, etc. If DLA favorably considers your request, be sure to maintain complete, accurate records to ensure the integrity of an audit trail. Also, if applicable, consider contract terms and modifications. (AMXEN-E/Ms. Ramos/DSN 793-3266)

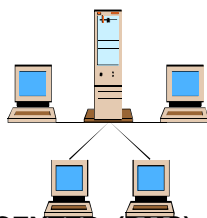
**INSTALLATION SUPPORT SYSTEM YEAR 2000 (Y2K) UPDATE.** Our latest Y2K data call from our 62 installations indicates that we are 85 percent compliant. The DA goal is still to have all systems certified as compliant by 31 Dec 98. We commend each MSC Y2K project office and all AMC installation Y2K teams for all their hard work on this project. We are not done yet, but

we will achieve DA's goal if we continue working hard. Our latest numbers in the four categories are:

	ASSESSED	NON-COMPLIANT	FIXED
HVAC	1,838	53	31
TRAFFIC LIGHTS	63	2	2
INTRUSION DETECTION SYSTEMS	319	74	24
OTHER (INCLUDES IPE)	2,834	645	600

Quarterly briefings continue with LTG James M. Link, AMC Deputy Commanding General. We also provide our status to DA ACSIM for their briefings to the DOD Y2K project office. The pressure is still on MSCs and installations until we are 100 percent compliant. (AMXEN-S/Jerry Oberhardt/DSN 793-6126)

**ELECTRONIC DA FORMS 2408-9.** We have added a copy of a DA Form 2408-9 to the AMC I&SA home page found on our website at [www.ria.army.mil/isa/equip/equip.htm](http://www.ria.army.mil/isa/equip/equip.htm). Scroll down until you find the DA Form access lines. To use this form you **must** download it through the Internet Explorer web browser into a Word file. If downloaded through Netscape some of the form does not appear. Use the form by tabbing from block to block. Do not use the electronic form for requests for new registration numbers. We may use it for this purpose in the future but for now only use it for gains, losses, transfers, and any other change to mobile equipment status. Now for the exciting part! You can e-mail the form to me and I can print it from my Word file. I am using Word 97. If you are using any other word processing system please indicate so on your e-mail message. If you have any problems with this process just give me a call and we'll try to work it out. Good luck! (AMXEN-E/Mrs. Emerick/DSN 793-8322)



#### **DEFENSE MEGACENTER (DMC) CONSOLIDATION.**

The Defense Information Systems Agency plans to move system operations from the DMCs at Chambersburg, PA; Huntsville, AL; and Rock Island, IL to St. Louis, MO. This consolidation begins in Nov 98 with completion scheduled for Apr 99. Hopefully, you will not experience any disruption of service during the transition of the data from your supporting DMC to St. Louis, MO. (AMXEN-S/Mrs. Monn/DSN 793-6879)

**TOTAL ASSET VISIBILITY (TAV).** We have changed AMCISS to provide monthly availability balance file data for every record with assets or requirements to the TAV database. It's critical to the Army to have accurate records of the quantity and location of assets to preclude unneeded procurement of materiel and comply with

financial statutes. Everyone should ensure end of month processing includes running Task HD6B, Job Stream MW80. (AMXEN-S/Mrs. Monn/DSN 793-6879)

#### **GLOBAL COMBAT SUPPORT SYSTEM-ARMY (GCSS-A).**

GCSS-A will replace AMCISS in the 2004 to 2006 timeframe. This new system will consist of a series of functional modules such as supply, property, maintenance, and management operating at various levels. The Army wants GCSS-A to be primarily paperless, plus use automation and communication for virtually all functions. During a Jul 98 meeting we identified 15 macro-level requirements for AMC installations. The Combined Arms Support Command will continue to work with us to further define these requirements. (AMXEN-S/Mrs. Monn/DSN 793-6879)

#### **CONTROL OF WEAPONS AND AMMUNITION.**

This subject remains a top priority in AMC. You will formally account for all weapons and ammunition in your position either on the PB or Stock Record Account (SRA). You will conduct an inventory of all weapons and ammunition recorded to the PB each month by disinterested individuals. The disinterested individual requirement differs from other sensitive item inventories where HR holders can inventory sensitive items other than weapons and ammunition. The weapons and ammunition inventory officers should count the items by quantity and verify model, serial numbers, and lot numbers as appropriate.

Likewise, you will inventory all weapons and ammunition recorded to the SRA each quarter by disinterested individuals. The storage custodian is generally the responsible officer for these items. The inventory officers should count the items by quantity and verify model, serial numbers, and lot numbers as appropriate.

You may find more details on weapons and ammunition inventories in AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level, table 2-1 and paragraph 4-34. (AMXEN-S/Mr. Lavine/DSN 793-4873)

#### **UNACCOMPANIED PERSONNEL HOUSING, GUEST HOUSE, TRANSIENT QUARTERS, AND FAMILY HOUSING FURNISHINGS.**

In AMC you will keep property accountability on DPAS or the Housing Operations Management System (HOMES). Currently, housing property valued \$300 and over requires PB accounting. You will create permanent HRs for occupants staying over 30 days and record condition codes on the HRs for property issued to occupants. You will HR unaccompanied personnel housing, guest house, and transient quarters furnishings to the installation person responsible for the facility. That person may sub-HR items to the occupants.

You will inventory family housing furnishings at the time of issue and upon termination of quarters occupancy. The occupant and PB officer (or representative) will conduct a joint inventory.

You may find more details on accounting and inventory in AR 710-2, paragraph 2-10g. (AMXEN-S/Mr. Lavine/DSN 793-4873)

**COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP)-- IF YOU USE IT YOU WON'T LOSE IT.** Most managers find that when they implement an active CSDP, their supply problems become less show-stopping and it actually enables them to better complete their mission. When managers know how the supply operations work, they recognize the importance of working with the local PB and supply support organizations. The more our PB and stock record accountable officers get the message out to their customers on the benefits of simply doing it right the first time, the fewer resources customers will expend redoing incorrect transactions.

For example, a manager of a maintenance operation may not be aware of the DA regulatory requirements in supply operations, just as PB and stock record folks are not aware of maintenance regulatory requirements. We cannot expect one person to fully understand all the disciplines required to successfully manage an installation/activity. However, we can expect each manager to understand the minimal requirements of functions needed by him or her to successfully complete their mission. AR 710-2, appendix B:

- Includes a listing of these minimal requirements for every command level from the user to the MACOM.
- Addresses responsibilities of commanders and supervisory personnel to instill supply discipline in their operations.
- Gives guidance for evaluating supply discipline.
- Allows for feedback through command and technical channels for improving supply policy and for improving procedures to monitor supply discipline.
- Provides follow-up procedures to ensure supply discipline.

As a management tool, appendix B clearly defines the role of each level of command regarding supply discipline. As a command we need to be more aggressive in supply discipline. Recent findings by DA and AMC Inspector General teams clearly indicate our need to re-look at ways we can do our jobs better. Practicing supply discipline at each level of our command should result in accomplishing our mission more expeditiously. Save yourself the hassle by doing and continuing to process your supply transactions right the first time. (AMXEN-S/MrEmerick/ DSN 793-8316)

**REMINDER: GENERAL LEDGER DATA MUST MATCH PROPERTY ACCOUNTS.** Title 10 of the U.S. Code, Section 2721, requires that the Services account for property in terms of quantity and value. Property accountability records augment and support financial

accounting records. The financial accounting system identifies the dollar value of property in summary terms. Property accounting records provide detailed information as to quantities and costs. Therefore, the value of your PB should match the general ledger account "Assets," and the contents of your SRA (installation or mission) should equal the "Inventory" general ledger account. (AMXEN-S/Mr.Strosahl/DSN 793-5827)



**MISCELLANEOUS STORAGE.** Many of you have miscellaneous storage areas -- often a "tank farm" of old petroleum tanks converted to miscellaneous storage -- that contain a wide assortment of materiel ranging from paper towels to major items. In many cases, there is no accountability for the stored materiel, and the areas are unorganized and haphazard hiding places for supplies and equipment for which you have no known requirement, but you "might need in the future".

You should clean up your miscellaneous storage areas and establish a written policy for storing materiel. Establish the appropriate accountable record and dispose of excess items before your storage areas become the subject of an external audit. (AMXEN-S/Bev Kilpatrick/DSN 793-8317)

**WHO CAN BE A PRIMARY HAND RECEIPT HOLDER (PHRH)?** The new policy published in AR 710-2 about designating personnel as PHRHs should receive more than just a passing acknowledgment. The big change is that a PHRH no longer needs to be an activity chief filling a paragraph or subparagraph level in the TDA. However, we offer a word of caution before you approve wholesale change requests to designate non-activity chiefs as PHRHs. With your help we were able to provide HQDA with several examples where having an activity chief as the PHRH was not always in the best interest of the Army. Their initial reluctance to allow non-activity chiefs as PHRHs was a very real case of widespread abuse. Supervisors who did not want the responsibility for items on their HR would simply designate a subordinate as the PHRH. These subordinate employees usually had very little control over the movement of items, and consequently property accountability suffered. HQDA realized they needed to directly address the problem to reverse the trend of poor accountability. They did this by specifically allowing only activity chiefs to be PHRHs. We gained authorization to designate non-activity chiefs as PHRHs by assuring HQDA this would only be on a case-by-case basis. We also assured them that we would implement command control over these types of designations.

There is no change to our policy. Each command may delegate approval of non-activity chiefs as PHRHs to the

director level. If we do not want HQDA to reverse this decision we must be very prudent in all designations of non-activity chiefs as PHRHs. Responsibility for the care, proper use, and safekeeping of Government property issued to or used by subordinates remains inherent in command and supervisory positions. (AMXEN-S/Mr. Emerick/DSN 793-8316)

## BETTER WAYS OF DOING BUSINESS

### TRACK FACILITY REDUCTION PROGRAM (FRP) OBLIGATIONS BY FY.

The FRP is a highly visible program and closely monitored by ACSIM and DOD. ACSIM wants all Army sites that received FRP dollars to track their obligations by facility in any FY. For installations to do this successfully, use the U.S. Army Center for Public Works (USACPW) query to extract the FRP data from your database. Create FRP.XLS spreadsheet as per our instructions given to you in May 98. This query extracts 20 essential FRP data elements from the database. You need to add eight more columns as explained in our guidance accompanied with our 20 Aug 98 FRP memorandum from HQ AMC. **You need to create this spreadsheet only once at the beginning of each FY.** Delete all facility records for which you have not received FRP dollars in that FY, but keep those facilities which were substituted.

This spreadsheet is a great tool to track dollars received and obligated for the facilities that received FRP dollars in that FY. You can also track your substituted facilities with reasons for substitutions. This spreadsheet serves as a great audit trail for any unexpected audits from Army Audit Agency, GSA, DOD, or any other Federal agency. (Mr. Yerra/AMXEN-C/DSN 793-8290)

### FRP REQUIREMENTS UPDATE AT THE END OF EACH FY.

USACPW wrote a query to extract FRP data from IFS and RPS databases. In May 98, USACPW provided this query through an Interim Change Package (ICP) 11-01 to all Army IFS/RPS sites. AMC I&SA provided instructions to export this data to an Excel spreadsheet. Before you submit current FY and future FY yearend RP updates to AMC I&SA, extract the FRP data from your database and create FRP.XLS spreadsheet as per our instructions. Once you create the spreadsheet, take a look at the following **critical data elements** for validity:

- **Reportability Code** – Do you see a value 'D' (means building was demolished already) in this column?'. If you do, then delete this record from FRP.XLS. This column should be blank for valid requirement.
- **Year Disposal Planned (YDP)**– Does this column have next FY or future FY for the requirements to be meaningful? For current FRP program, the valid

years are FY 99 through FY 03.

- **Estimated cost of demolition** - Blank in this field tells us you don't need any money for demolition. Insert a value in this column if it is blank. We recommend you use a cost of \$11.50 per square feet for facilities without contamination and you do not have a means to estimate the cost of demolition.
- Delete all other records not related to next FY through FY 03 from the spreadsheet? **The current FRP requirements competing for money are for next FY through FY 03 only because you are preparing your requirements at the end of current FY.**

These validation checks and corrections to the database, as well as to the spreadsheet, by installations, will show the site's FRP requirements accurately. AMC intends to show your requirements for all fund types and compete for scarce FRP dollars from ACSIM. (Mr. Yerra/AMXEN-C/DSN 793-8290/yerrar@ria.army.mil)

**MCA PROGRAM SUPPORT TO BRAC.** We have two projects at Crane Army Ammunition Activity (CAAA) – one in FY 98 to build the Containerization Facility (MCA funds) and the second in FY 99 to construct the Universal Test Facility (BRAC funds). The Navy is the executive agent for the design and construction of these facilities at Crane. The test facility project required a fill surcharge for 6 months due to poor soil foundation. We cannot meet the proposed BRAC mission move schedules from Savanna Army Depot to Crane due to the foundation problem unless DA releases BRAC funds in FY 98. We tried to get authorization in FY 98 for this BRAC project, but could not succeed.

As part of the FY 98 MCA project, we had excess excavation that requires disposal to a waste area on the base. We recommended hauling the excess soil from the MCA site to the BRAC site to surcharge the existing foundation with fill. Remember we cannot mix BRAC and MCA funds unless DA authorizes, even if one of the projects had sufficient funds to support the other. Since our proposal requires removal of topsoil, demolition, and hauling excess dirt to an additional distance to the BRAC site, we requested authorization from DA.

Even before we got authorization from DA, we had solicited bids for the MCA project with an additive to take care of the fill surcharge at the BRAC site. The cost of the additive was only \$105,000 compared to the cost of double handling the soil, loss of time in meeting the schedules, and additional cost of contractor mobilization to surcharge first and start building construction after 6 months. Since our proposal not only saved over \$250,000 and gets the job done smart, DA approved our proposal to support the BRAC project using the MCA construction contract. Remember -- nothing is impossible if we work hard to find better ways of doing business. (AMXEN-C/Mr. Penmatcha/DSN 793-8296)



### **UNIT IDENTIFICATION CODES (UICs) IN YOUR REAL PROPERTY RECORDS!**

Have you looked at your UICs in your Unit Identification (UI) Table of your IFS or RPS database lately? The IFS and RPS sites may have numerous invalid or duplicated UICs in their database. This may have occurred as a result of installing a recent System Change Package (SCP) or updating the UI table from the Army Stationing and Installation Plan (ASIP). The UICs in your UI Table in IFS or RPS should appear in your current ASIP. Installations should periodically review their current ASIP for consistency. Improving your UI table and "assignments" in your IFS/RPS system will greatly enhance the Real Property data that feeds your installation's and the Army's analysis systems, for example, RPLANS, HQ RPLANS, ISR-I and HQ ISR.

Recently, we provided assistance to installation Real Property Offices to correct these discrepancies. One installation required assistance in removing over 450 invalid UICs from their IFS that were added during SCP09 implementation.

Additionally, IFS sites will be required to enter valid UIC Extensions on their UI table during SCP11 implementation. We expect a similar SCP package will be provided to RPS sites at a later date. UIC extensions in the IFS and RPS UI Tables should be reviewed and verified to ensure they are not blank. Installations should create an extension to replace blank extensions in your UI Table.

Also, IFS sites operating on the IFS A08-10-07 baseline may experience problems running queries in using UIC records with blank UIC extensions on Real Property Assignment Records.

IFS installations requiring assistance with correcting their IFS UI Table should contact Ms. Jenny Jennings, AMC I&SA Real Property Consultant at DSN 793-5907.

This is for GOGO sites only! (AMXEN-C/Ms. Terrill/DSN 793-5646)

**RPS TRAINING AND USER MANUALS!** AMC I&SA recently provided RPS training (to include both software operation and functional training) to the following seven installations:

Blue Grass Army Depot  
Corpus Christi Army Depot  
Hawthorne Army Depot  
Lake City Army Ammunition Plant  
Longhorn Army Ammunition Plant  
Milan Army Ammunition Plant  
Riverbank Army Ammunition Plant

We enhanced the RPS Training Manual in preparing for this training, to include streamlining instructions for "PKZIP" (compressing files) and HQIFS process for providing extract files.

We are in the process of providing revised RPS User Manuals to all RPS sites. RPS comes under the IFS "umbrella" and is implemented at both GOGO and

GOCO sites. (AMXEN-C/Mr. Troyer and Ms. Terrill/DSN 793-8297/5646)

**DCSEHE&IL BULLETINS VIA AMC I&SA HOME PAGE OR VIA MAIL?** For the last year we have made this bulletin available to you not only through mail distribution but also through the AMC I&SA Home Page at [www.ria.army.mil/isa/pubs.htm](http://www.ria.army.mil/isa/pubs.htm).

Would it be sufficient to provide this bulletin to you **ONLY** through our Home Page or do you prefer distribution by mail? The Home Page allows you to view or print the bulletin using Adobe Acrobat or to download the actual Word file for viewing/printing.

Would the bulletin's usefulness to you diminish if you had to "go get it" rather than have it delivered? We'd like to hear from you regarding your preferences on this matter. Send your emails to [swiftj@ria.army.mil](mailto:swiftj@ria.army.mil). We want to make our decision with the customers' needs/desires in mind. We'll report the results in the January issue of the bulletin.

You may also respond to this query while visiting our home page at <http://www.ria.army.mil/isa/bulletin/bul.htm>. (AMXEN/Jan Swift/DSN 793-5536)

## **ATTABOYS!!**

**NEW WINDOWS 95 VERSION OF AUTOMATED TOOLS INVENTORY CONTROL AND TRACKING SYSTEM (ATICTS).** Our congratulations to TACOM on being the first AMC site to be up and running with the new Windows version of ATICTS. A special thanks also to TACOM for volunteering for the BETA testing of the software prior to their implementation. Thanks, TACOM for a job well done. (AMXEN-E/Mrs. Duncan/DSN 793-8299)

**SUCCESSFUL 1998 ISR SUBMISSIONS.** This year's ISR submissions were outstanding. Quality and timeliness were both exceptional. This was no small feat considering the changes that occurred in ISR this year, the most notable being the advent of ISR Part 3, Services. More changes in ISR are forecast for next year. These include more user-friendly computer-based training, refined standards (particularly in Part 2, Environmental), and the introduction of quality standards for Part 3, Services. As your MACOM proponent for ISR, AMC I&SA aggressively pursued many initiatives (most designed to reduce the ISR reporting burden of the installation) during ACSIM's recent After Action Review meeting. We remain hopeful that the Army Staff will respond favorably to these initiatives and look forward to reporting any positive outcomes from those efforts. Again, THANK YOU to all the AMC ISR reporting installations and your MSCs for your responsiveness and professionalism in accomplishing this year's report. (AMXEN-C/Mr. Krambeck/DSN 793-8291)



**RECOGNITION FOR ASSISTANCE FROM ANNISTON  
ARMY DEPOT'S (ANAD'S) WORKFORCE ON THE  
SPECIAL PROJECT AT THE U.S. ARMY HISTORICAL  
CLEARINGHOUSE.**

An award ceremony at ANAD was recently held to recognize the outstanding assistance provided the AMC Center of Military History (CMH) Project Office. The individuals pictured below assisted the CMH Project Office with the inventory of historical artifacts located at ANAD. This project was at the direction of the Secretary of Army and resulted in a significant improvement in formal accountability of the historical artifacts that depicts the history of the U.S. Army. Mr. Nathan Hill, Civilian Executive Officer, presented Certificates of Appreciation signed by Major General James M. Link that cited their actions as significantly contributing to the success of the project. (AMXEN-S/Mr. Dave Emerick/DSN 793-8316)

P. S. MORRIS  
Colonel, GS  
Deputy Chief of Staff for  
Engineering, Housing, Environment,  
and Installation Logistics



**AMC REAL PROPERTY PERSONNEL PARTICIPATE IN  
AR 405-45 AND 415-28 REVIEW!**

We wish to thank those AMC Real Property personnel who recently participated in the formal review of AR/PAM 405-45 and 415-28 directives. These two regulations and accompanying regulations incorporate today's Real Property ways of doing business. We feel your comments will provide Army installations with improved guidance and direction!

We realize that it's not always a good time when you receive taskings with short suspense! However, we feel installation and MSC personnel are the "experts" in our field and we value your input for improved ways of doing business!

We expect ACSIM to formally publish these Real Property regulations/pamphlets in FY 99. (AMXEN-C/Ms. Terrill/DSN 793-5646)

FOR THE COMMANDER:

*P. S. Morris*